



<b>Job title</b>	Programme Finance Manager
<b>Department</b>	Programmes
<b>Location</b>	Nairobi, Kenya or Abuja, Nigeria
<b>Reporting to</b>	Programme Manager (UK)
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Finance and programme staff in Options UK/Kenya/Nigeria, Safire programme management, Safire Team Leader and Senior Management Team; partner organisations
<b>Hours</b>	40 hours per week
<b>Type of contract</b>	Fixed term, between February 2022 and April 2023
<b>Organisation</b>	
Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.	
<b>Background</b>	
<p>Adolescent girls are twice as likely to have an unmet need for contraception compared to women in their twenties, putting them at increased risk of unintended pregnancy. They are also more likely to face age-related stigma and barriers to accessing sexual and reproductive health services, as well as lack of information and agency, increasing the risk that they delay seeking services.</p> <p>There are still gaps in our knowledge and understanding of effective adolescent health programming, especially at scale, and there are very few sexual and reproductive health services that have been tailored to adolescents. We need to explore new approaches and to implement promising ones, such as engaging the private sector to reach adolescents and providing complementary and coordinated interventions.</p>	
<b>Programme: Safire - Supporting Access for Adolescents to Integrated SRH Services</b>	
The Supporting Access for Adolescents to Integrated Sexual Reproductive Health (SRH) Services (Safire) Programme aims to reduce unsafe abortion rates within existing legal frameworks by linking girls to acceptable services. Options Consultancy Services is the consortium lead for the programme, working in partnership with consortium members and local civil society organisations (CSOs), who are key Implementing Partners (IPs). Taking a Human Centred Design approach, the programme:	

- Ensures girls are able to access quality comprehensive sexual and reproductive services, including through referral networks and support to CSOs.
- Fosters and supports a community-based movement to shift social norms and build girls' agency, though mobilising both ICT platforms and interpersonal networks.
- Builds the capacity of local organisations to reduce unsafe abortion rates.

The Safire programme, which started in 2018 and will run until early 2023, uses in-depth research and analysis to generate insights into girls' pathways to unsafe abortion and access to contraceptives. Using these insights, the programme tests social marketing approaches, the use of digital and mobile platforms and other outreach strategies. The programme is funded by two foundations and is commencing the fifth year of a 5-year programme. Options UK is the lead (prime organisation) and delivers the programme in conjunction with consortium partners, as well as through 8 implementing partner organisations (three in Kenya; four in Nigeria). Reports are submitted to the funders bi-annually and the end date of the grant is 31<sup>st</sup> January 2023.

### **Main purpose of job**

Based in either Nairobi or Abuja, the Safire Programme Finance Manager is responsible for the efficient, timely and accurate financial management and accounting of the programme, in line with Options quality standards, procedures and funders' requirements; and will lead on interpretation of financial information to advise senior management on efficient allocation of programme resources. In addition, the post holder will be responsible for preparing programme budgets, financial reports and financial tracking mechanisms in different currencies (GBP, USD, KES and NGN) for Options and for submission to funders.

### **Main duties**

#### **Financial management, planning, systems and controls**

- Act as a business partner to the Safire Senior Management Team, providing them with relevant and accurate financial information for them to make informed decisions on resource allocation to deliver the programme objectives. This will include a monthly presentation at SMT meetings.
- Maintain a strategic overview with regard to financial management of the global Safire programme.
- Able to confidently challenge financial decisions ensuring they are compliant with funder requirements and Options processes and procedures.
- Provide financial expertise to the Team Leader, Programme Manager and Senior Management Team in developing and implementing the programme financial strategy.
- Manage the budget ensuring the cost-effective use of the programme resources to support achievements of its objectives, ensuring that projected margins are achieved, spend is according to forecast and that all programme partners have access to funds to implement the programme.
- Interface with Options' staff in the UK, Kenya and Nigeria on all day-to-day finance matters related to the programme
- Working closely with the Programme Manager, convene and lead the biannual financial reporting to funders, and any required consortium reforecasting, developing and disseminating relevant guidance to consortium partners and country teams.
- Support the Safire team by reviewing budgets and financial reports submitted by consortium partners and CSO partners, to identify errors and areas of concern (eg low burn-rate, inconsistent unit costs)
- Consolidate the quarterly financial reports from Safire partners into biannual consolidated financial report spreadsheet for submission to the funders

- Produce statistics, charts, tables and graphs to illustrate the financial situation to funders and Options staff
- Conduct programme costing analyses, following a Safire-developed methodology, to generate insights as required by programme leadership and funders
- Act as a finance business partner to the Safire programme, including development of a robust process of routine quarterly re-forecasting and budget reallocation for all Safire partner organisations, within contractual agreements
- Provide financial risk management oversight across the programme, conducting reviews and/or internal audits as necessary to prevent any mismanagement of programme funds

### **Programme accounting**

- Check payroll and associated costs for Safire programme staff in Nigeria and the UK
- Check monthly transaction listings generated by the Business Accountant in London; liaise with programme staff in the UK, Kenya and Nigeria to check and amend transaction codes
- Using transaction listing data generated by the Business Accountant in London, populate various expenditure tracker documents (Excel spreadsheets) in GBP/USD/KES/NGN every month and produce graphics to illustrate key statistics
- Complete monthly variance analysis of the global expenditure/profit verses the forecast budgets in GBP and USD; support programme staff in Kenya and Nigeria to analyse monthly variances in KES and NGN
- Support the management of quarterly advances to partners and milestone-based payments to sub-contractors and maintain trackers of payments and expenditure
- Support the Options Kenya and Options Nigeria Financial and Administrative Controllers to carry out face-to-face audits and periodic expenditure analyses of CSO partners' operations, as necessary
- Update finance manuals when required and provide training to Safire staff on financial management and reporting
- Monitor the delivery of milestones and financial implications; monitor cashflow against grants received from both funders
- Prepare payment requests and approve programme expenditure within delegated authority
- Lead on supporting audit processes, alongside programme manager and business accountant
- Ensure financial information is filed and held securely in line with Options policies and procedures

### **Other Capacity building and teamwork**

- Support programme staff in Kenya and Nigeria with procurement (eg evaluation of financial proposals), due diligence checks on partner organisations, asset management
- Contribute to the development of programme tools/sharing best practice within the team/organisation
- Provide mentoring and capacity building support on financial management to programme staff in Options and partner organisations
- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium
- Represent Safire in the Kenya and Nigeria Procurement Committees and other relevant internal groups as relevant
- Cover for colleagues in their absence.

### **Person specification**

Criteria	Essential	Desirable
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<b>Qualifications</b>		
Member of recognised accounting professional body, such as Institute of Management Accountants or Association of Chartered Certified Accountants or Chartered Public Accountant (CPA, ACCA, CIMA)	✓	
Bachelor of Commerce, Business Administration, or related undergraduate degree	✓	
<b>Experience</b>		
Significant experience supporting programme finances and administration of complex multiple government or donor-funded budgets in a similar role	✓	
Experience of monitoring payroll and related systems and policies	✓	
Experience providing administration and logistical support to team colleagues over multiple locations	✓	
Experience in procurement according to best practice guidelines	✓	
Experience of close working relationships with sub-grantee partners and consortia	✓	
Experience of managing consultants	✓	
Experience of creating external financial reports for stakeholders and able to produce meaningful narrative reports	✓	✓
Experience in communicating complex financial information to non-finance colleagues.	✓	
<b>Skills and attributes</b>		
Advanced IT proficiency including financial software, Excel and Word In particular, advanced skills in Excel (SUMIFs, pivot tables) and graphics eg pie charts, bar charts, graphs		
Ability to mentor and support non-financial staff with complex financial scenarios		
Knowledge of large institutional donors and their operational and reporting requirements		
Excellent planning and organisational skills		
Self-starter, can work independently or as part of a team		
Critical thinking, decision-making and problem-solving skills		
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.	✓	

Fluency in written and spoken English	✓	
Applicants must have the right to live and to work in the UK	✓	
The applicant must be pro-choice	✓	

<b>Signed by:</b>	<b>Date:</b>
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